Catering Event Breakdown Checklist

Daily Operations

DATE	EVENT / CLIENT	VENUE	CREW LEADER
____ / ____ / _____			

FOOD & PERISHABLES

- [ ] Leftover food packed in insulated containers
- [ ] Cold items on ice or in coolers
- [ ] Hot items in insulated carriers
- [ ] Food labelled with date and item name
- [ ] Client's leftover food separated and handed over
- [ ] Food waste bagged and disposed correctly
- [ ] Allergen items disposed — not mixed with returns

EQUIPMENT PACKING

- [ ] Chafing dishes emptied and stacked
- [ ] Serving utensils collected and counted
- [ ] Platters, trays, and bowls packed
- [ ] Cutlery counted against load-out
- [ ] Glassware packed in crates
- [ ] China / Plates packed and stacked
- [ ] Electrical equipment (warmers, coffee) packed
- [ ] Tablecloths and linen bagged for laundry

RENTAL RETURNS

- [ ] Rental items counted against delivery ticket
- [ ] Broken or damaged rentals noted
- [ ] Rentals stacked for pickup per company instructions
- [ ] Rental company notified of pickup time

VENUE CLEANUP

- [ ] Kitchen or prep area cleaned to standard
- [ ] Serving area cleared and wiped
- [ ] Spills on floor cleaned
- [ ] Bins emptied — venue bins not overfilled
- [ ] Recycling separated per venue requirements
- [ ] Nothing left behind — vehicle loaded completely
- [ ] Venue walk-through with venue manager
- [ ] Venue keys or access returned

SIGN-OFF

Missing or damaged items _____

Venue manager satisfied with cleanup ☐ Yes ☐ Issues noted

Crew leader signature _____

Venue representative signature _____

Notes

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